



**DRAFT - MINUTES OF THE REGULAR MEETING OF
CHARLOTTE-DESOTO BUILDING INDUSTRY OVERSIGHT COMMITTEE**

Charlotte County Community Development, BCS Conference Room
18400 Murdock Circle
Port Charlotte, Florida 33948

May 27, 2016

This was the regular monthly meeting of the Charlotte-Desoto Building Industry Oversight Committee.

Committee Members Present:

Peter Cocco
Geoff Lorah

Committee Members Present:

Kevin Koch
Robert Markel

County Staff Present:

Don Jascomb
Claire Jubb
Commissioner Truex

County Staff Present:

Maggie Horton
Michelle Roman
Hector Flores

Visitors Attending:

Jim Sanders

1. CALL TO ORDER:

- Kevin Koch, President CDBIA, AA Disaster Restoration called the meeting to order at 8:05 am.

2. ROLL CALL:

- Sign-in

3. APPROVAL OF MINUTES:

- April 29, 2016 Minutes approved unanimously.

4. CHAIRMAN'S COMMENTS:

- Kevin Koch – I would like to say I like the way our County is working together, whether it's the EC or the Commission, I appreciate the way we communicate.

5. NEW BUSINESS:

- None

6. OLD BUSINESS:

a. Accela:

- Claire Jubb – The emails we're sending out seem to be working well. It has certainly stopped permits from expiring as quickly. We're scheduling an update to the IBR system and some minor changes will be seen for those of you who phone in inspections.
- Robert Markel – I usually receive a phone call when the permits are ready for pick up. Is Accela supposed to send out an email as well?
- Claire Jubb – Yes, an email should be sent out to anyone that is listed. If someone is not getting an email, they can call the main number 941.743.1201 and speak with a customer service representative.
- Pete Coccaro – Are approve and denial emails going out for inspections?
- Claire Jubb – Yes, as soon as the inspector enters the information into the system it is sent out. The general rule is to input the information before they go onto the next inspection unless there is a reason for a delay, such as a lack of connectivity.
- Claire Jubb – I'm looking forward to having the ability to send text messages; I think the majority of you will look at texts more often than emails.

b. Financials:

- Michelle Roman – For the month of April, revenues totaled close to \$330,000. Expenditures totaled \$212,000 which resulted in a profit of \$117,000. Geoff Lorah noticed some discrepancies which include, \$5,000 to Sarasota County for additional inspectors shown in Other Professional Services and \$18,000 for the reconfiguring of office space to accommodate new staff. Year to Date for FY16 revenues total \$2.4 million while expenditures total \$2 million resulting in a profit of \$398,000. This brings the reserves balance to \$3,055,326.

c. Permitting:

- Don Jascomb – In April 2016, we had 72 single family permits which is 19 above the number of permits for April 2015; we are continuing at about 36% over last year. Commercial is still the same, with overall permitting at about 10% above last year.

- Claire Jubb – Additionally, D.R. Horton brought in 11 single family home permits last week. We are working actively with Babcock and the single family home developers. In July, Babcock should be bringing in their mobile homes and we will need to get them constructed by the end of the year. For commercial, Babcock has the Discovery Center, Club House and Boat House. We have had a couple of inquiries from contractors as to locally licensed subcontractors and they have been advised to speak with the CDBIA as well.
- Pete Coccoaro - I heard the solar fields in Babcock are being put in. Does Charlotte County have anything to do with those inspections?
- Claire Jubb - This will all be done by FPL and has to be finished by the end of the year. The substation is already complete. Town and Country Utility has put up their one million gallon storage tank. They are moving quickly with the utilities.

d. Staffing:

- Claire Jubb – We took six (6) positions to the BCC on Tuesday. One of those is an inspector for Utilities to handle connection issues; the Utility Department will pay for this position. The remaining positions include a customer service specialist, two inspectors and two plans examiners. Initially we are going to focus on the customer service specialist position.
- Pete Coccoaro – How many open positions are left?
- Claire Jubb – There is one plans examiner and a couple of inspector positions currently open. Having worked with Human Resources, we now have more flexibility. If an applicant comes in with a needed trade, we don't have to reclassify anymore. We presently have applications coming in from previous employees and other jurisdictions, which is nice to see.
- Robert Markel - Are you still using Sarasota to help with inspections?
- Claire Jubb – No, Sarasota has reached a level where they can no longer afford for us to utilize their staff. We are rolling over a few inspections but are trying to be flexible and maintain. Plans Examiners are being sent out to help with inspections on high volume inspection days.
- Pete Coccoaro – I know at times screen enclosures and pool finals have been pushed back five (5) to seven (7) days because they are not considered priority inspections. My concern is that up until I receive that final inspection I am liable. If there is a

hurricane and I have ten (10) screen enclosures that haven't passed a final it comes back to me. Once the work passes a final inspection it converts over to the homeowner. A timed inspection would be beneficial from a liability stand point, even if there is a higher fee. I can't afford to have them sit for seven (7) to ten (10) days with a potential hurricane in the pipeline.

- Claire Jubb – Next week, when Ben returns we will look at reprioritizing some of those and try to get the old ones closed out for you.
- Pete Coccoaro – Also, if I'm paying for a permit my inspections should be the same as any other. This is a major concern for the pool and screening industry.
- Claire Jubb – We will see what we can do. We do try and schedule anything that might hold up a job, so we're not stopping work going forward.
- Pete Coccoaro - The main time frame for concern is hurricane season.
- Robert Markel - Also, if something is in the pipeline, we have at least a weeks' notice that something is coming. You can't get insurance if something is in the pipeline, so that should be made a priority.

e. General Discussion:

- None

7. PUBLIC COMMENTS:

- None

8. NEXT MEETING:

- Friday, June 24, 2016 @ 8:00 a.m.

Meeting adjourned at 8:22 a.m.

Meeting recorded and transcribed by Beth Scott.



Kevin Koch,
Chairman

Minutes of the Building Industry Oversight Committee Meeting
Approved this 22nd day of July 2016.